



**Holy Trinity C.E. (A) Primary School**  
**Freedom of Information – Model Publication Scheme**

**Vision**

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

*1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.*

<b>POLICY</b>	Freedom of Information – Model Publication Scheme
<b>SOURCE</b>	WSSC model
<b>REVIEWED BY</b>	FGB 22.01.20; FGB 20.01.21
<b>APPROVED</b>	FGB
<b>REVIEW DUE</b>	Annual review; Spring 2022

**FREEDOM OF INFORMATION ACT – MODEL PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. The School has adopted it without modification.

This publication scheme commits the School to make information available to the public as part of its normal business activities.

The scheme commits the School:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the School and falls within the classifications below.
- To specify the information which is held by the School and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the School that has been requested, and any updated versions it holds, unless the School is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term „dataset“ is defined in section 11(5) of the Freedom of Information Act. The terms „relevant copyright work“ and „specified licence“ are defined in section 19(8) of that Act.

## **Classes of Information**

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The School will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the School's capability information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the School will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Obligations under equality legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the School for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **Written requests**

Information held by the School that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Freedom of Information

### Guide to information available from Holy Trinity CE(A) Primary School under the model publication scheme

<b>Information to be published.</b>  <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>  Organisational information, structures, locations and contacts  Current information only	Website and/or hard copy	Free if on website; other charges below
Who's who in the school	Website and/or hard copy	Free if on website; other charges below
Who's who on the governing body and the basis of their appointment	Website and/or hard copy	Free if on website; other charges below
Instrument of Government	Hard copy	Charges below
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website and/or hard copy	Free if on website; other charges below
School prospectus	Website and/or hard copy	Free if on website; other charges below
Staffing structure	Website and/or hard copy	Free if on website; other charges below
School session times and term dates	Website and/or hard copy	Free if on website; other charges below
Address of school and contact details, including email address	Website and/or hard copy	Free if on website; other charges below
<b>Class 2 – What we spend and how we spend it</b>  Current and previous financial year Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	Inspection only	

Annual budget plan and financial statements	Inspection only	
Capital funding	Inspection only	
Additional funding	Inspection only	
Financial audit reports	Inspection only	
Details of expenditure items over £2000	Inspection only	
Procurement and contracts the school has entered into, or information relating to an organisation which has done so on its behalf (for example, a local authority or diocese)	Inspection only	
Pay Policy	Inspection only	
Staff allowances and expenses that can be incurred or claimed	Inspection only	
Staffing grading structure	Inspection only	
Governors' allowances	Policy available	
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews  Current information only	Website and/or hard copy	Free if on website; other charges below
The latest OFSTED report	Website	
Performance management policy and procedures adopted by the governing body.	Copy available	Charges below
Performance data or a direct link to it	Website	
The school's future plans	Website	
Safeguarding and child protection policies	Website and/or hard copy	Free if on website; other charges below
<b>Class 4 – How we make decisions</b>  Decision making processes and records of decisions  Current and previous three years as a minimum	Website and/or hard copy	Free if on website; other charges below
Admissions policy/decisions (not individual admission decisions)	Website	Free if on website; other charges below
Agendas and minutes of meetings of the full governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website for FGB minutes; otherwise, inspection only	Free if on website; other charges below

Timetable of governors' meetings	Website	
<b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities  Current information only. <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Equality Policy and Objectives</li> </ul>	Website and/or hard copy	Free if on website; other charges below
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Data Protection Policy on website; other info available on request	Free if on website; other charges below
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum Sex education</li> <li>• Inclusion and Special educational needs</li> <li>• Accessibility</li> <li>• Equality</li> <li>• Collective worship</li> <li>• Pupil behavior</li> </ul>	Website and/or hard copy	Free if on website; other charges below
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	Website and/or hard copy; some information may only be available by inspection	Free if on website; other charges below
Curriculum circulars and statutory instruments	Inspection only	
Disclosure logs	Inspection only	
Asset register	Inspection only	
Register of governors' financial and other interests	Inspection only	
Any information the school is currently legally required to hold in publicly available registers	Inspection only	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters)	Website and/or hard copy; some information may only be available by inspection	Free if on website; other charges below

Current information only		
Extra-curricular activities	Website	
Out of school clubs	Website	
Services for which the school is entitled to recover a fee, together with those fees	Inspection only	
School publications, leaflets, books and newsletters	Website and/or hard copy	Free if on website; other charges below

## SCHEDULE OF CHARGES

**This describes how the charges have been arrived at and should be published as part of the guide.**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Costs directly incurred as a result of viewing information	(£25 per hour of staff time)
<b>Statutory Fee</b>		In accordance with the relevant legislation if required
<b>Other</b>		

\* the actual cost incurred by the public authority